



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

*To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov) To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view other examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov).*

**Location: Veterans Home of California – Yountville**  
**110 California Drive, Yountville, CA 94599**

**Administrative Assistant (5361)**

**Full-Time, Permanent**

**Administration**

**\$3658-\$4446 per Month**

**Final File: Until Filled**

*(Includes a compensation benefits package)*

**NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment**

Under the direction of the Administrator of the Veterans Home of California – Yountville, the Administrative Assistant I is responsible for assisting the Administrator by performing varied administrative tasks and other related work as follows:

- Assist the Administrator by relieving him/her of administrative detail. Conduct studies and investigations, recommend action as needed, and prepare administrative reports. Coordinate interdepartmental activities. Cooperate with other agencies, groups and individuals in connection with Home activities.
- Assist in interpreting departmental policies. Study and evaluate operating programs and procedures and assist in the installation of new programs and procedures. Prepare procedural manuals as directed.
- Attend weekly, monthly and quarterly meetings. Assemble agenda items, take notes and summarize into report form. On occasion, represent the Administrator at meetings and address interested groups.
- Screen all inquiries and calls to the Administrator. Respond to inquiries and concerns of the Department, Home Members, employees and the public. Maintain Administrator's appointment calendar, scheduling all meetings and appointments as appropriate. Monitor all incoming and outgoing correspondence; create and compose correspondence for the Administrator's signature. Prepare reports as directed. Act as a contract manager.
- Provide technical and administrative support to Deputy Administrator, Program Managers and secretaries. Maintain confidential and administrative files. Make travel arrangements, keep travel expense records and prepare travel expense claims.

Desirable qualifications:

Strong communication and customer service skills

Good work ethic

Experience working with Microsoft Office (Word, Excel and Outlook)

Knowledge and Abilities

Typing certificate 40 wpm

Benefits Package

Benefit packages vary; please visit the [www.spb.ca.gov](http://www.spb.ca.gov) website for benefit package information

Who may apply:

Applications will be accepted from individuals with permanent State Service in the class of Office Technician (Typing) or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed. NOTE: All State applications must be postmarked no later than the final filing date. Applications personally delivered, faxed or received via interoffice mail must be received before the close of business at 5:00 pm on the final filing date; no exceptions will be made.

To Apply:

Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) or the State Personnel Board [www.spb.ca.gov](http://www.spb.ca.gov) to download the application. Submit your completed State Application (Std. 678), typing certificate and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414

Testing for State Eligibility:

Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) OR [www.spb.ca.gov](http://www.spb.ca.gov) for test dates and locations.

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.

Release Date: April 9, 2009